PLATTS
McGRAW HILL FINANCIAL

PLATTS MARKET DATA **DIRECT**

Excel Plug-In User Guide

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Introduction

Platts Market Data Direct's intuitive Excel plug-in functionality gives our clients the ability to access and interpret Platts real-time, historical and reference data with ease.

This document provides users with a simple step-by-step guide to installing and using the Platts Excel plug-in.

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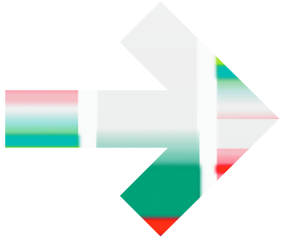

Ribbon Bar

The ribbon bar will include the following icons:

Admin	Login	
	User Profile	
Data	My Data	
	Refresh	Refresh Selection
		Refresh Active Sheet
		Refresh Workbook
	Search	
	Watch List	
	Templates	
	Correlation	
	Alerts	
Help	About	Link to Platts.com
	Help	Link to Platts.com
	Feedback	Send your feedback to Platts Market Data product team
	Methodology	Link to Platts.com
	Privacy Policy	Link to Platts.com
	Product Guide	Downloadable PDF

Login

Valid credentials are email ID and password	If the Excel plug-in does not recognize the login credentials, please make sure you have entered the correct email address and case-sensitive password If you have forgotten your password, please reset it
Password rules	Passwords must be at least eight characters long Passwords must use a combination of upper and lower case letters and numbers

If the check box 'keep me logged in' is selected, the Excel plug-in will remember your username and password.

First time user login scenario

When a new user is identified by the Excel plug-in, they will receive a welcome email with a link to download the Market Data Direct Plug-in and a temporary password to login:

User email ID is the unique key required to identify a user	**The following message will be displayed in the email:** "Welcome to Platts Market Data Direct Please click here to download your plug-in. Login with the user ID [insert the user's email ID] and temporary password [insert temporary password]. Please reset your password as the temporary password will expire after the first login. Remember to set up Watch Lists and select your preferred Watch List, which will be displayed in the My Data Page. If you are experiencing any difficulties, please contact us."

When a new user logs in with a temporary password, the Excel plug-in will pop up with a message requesting the password is reset:

> **"Please reset your password as the temporary password will expire after the first login. If you are experiencing any difficulties resetting the password, please contact us."**

Session Management

- Once you have connected to the Excel plug-in, it will be active for a 48 hour session, with an option to extend for an additional 48 hours
- The session time is not based on user activity but calculated as the time elapsed since the last login
- 30 minutes before the 48 hour session is due to end, a pop up message will appear advising you that your session is about to expire:

  > **"Your session will expire in 30 minutes, please save your files and click here to extend the session for another 48 hours."**

- If you opt to continue the session for another 48 hours, you can do so without having to log in again
- Please note, only two continuous sessions of 48 hours will be supported
- For sessions that run for two consecutive 48 hours, the Excel plug-in will log you out of the system and you will need to login again

User logged in from multiple locations with the same valid credentials

- User credentials cannot be shared between users
- When a user has a session in progress, and another session is initiated with the same login credentials from a different location, the first session which was in progress will be terminated with a pop up message:

  > **"You have been logged in from a different location and the current session will be terminated. Please contact us for more information."**

Forgot Password

- When you click on the 'forgot password' link, the Excel plug-in will display a pop up message asking you to reset your password
- If you are experiencing difficulty in resetting your password, please contact Platts Support by selecting the 'Contact Us' button on the ribbon bar
- When you enter a valid email, the Excel plug-in will send you a temporary password
- When you log in with a temporary password, you will be presented with the *User Profile page* and you will be asked to reset your password

Workbooks on the *My Data* page

The Market Data Direct Excel plug-in *My Data* page has four workbooks:

Real Time Prices	**Historical Prices**	**Reference Data**	**Chart**
Upper left hand pane	Lower left hand pane	Upper right hand pane	Lower right hand pane

- When you close any of the workbooks, you will need to select the *My Data* icon to return the four workbooks view to your screen
- On the *My Data* page, you will only be able to view data. If you wish to edit data, you will need to use the Platts Excel functions or the templates in order to do so
- The *My Data* page displays the Watch List you have elected as your preferred data view. If you wish to change the prices that you'd like to see on the *My Data* page, you can do so by editing your Watch Lists. **To edit your Watch List, please refer to Page 10 in this guide.**

Real-Time Prices

- In this workbook you will see real-time prices for the preferred symbols you've identified in your Watch List, as soon as they are published by Platts
- Each symbol will be represented in a row. You have the ability to set up 500 symbols per Watch List using the Watch List Manager

The Real-Time Prices workbook will have the following data fields:

MDC	Date	Bid (b)
Frequency	Published time	Ask (a)
Trans	Low (l)	Open (o)
Symbol	High (h)	Open_Interest (e)
Description	Close (c)	Mean (m)
Currency	Unspecified (u)	
UOM	Volume (w)	

Note: *Here Currency and UOM are not Real-Time fields.*

The color of the price type will denote whether there has been an uptick, downtick or no change in price:

Green - when there is upward movement in price from the previous price	**Red** - when there is downward movement in price from the previous price	**Black** - when there is no change in price from the previous price	**Blue** - when there is a price correction, the entire price cell is highlighted in blue

Reference Data

- When you select a price, the Excel plug-in will populate all the reference data for the selected symbol
- By default, when you log in, the reference data for the first symbol in your Real-Time workbook will be displayed
- The Reference Data workbook has the following two data fields:

Description
Value

Workbooks on the *My Data* page

Historical Prices

- The Historical Prices workbook provides the last 45 days of history for the symbol selected in the Real-Time Prices workbook
- The prices will be listed by last modified date
- If there has been a correction to the price type, the cell will be highlighted in blue

The Historical Prices workbook will have the following data fields:

MDC	Low (l)	Ask (a)
Trans	High (h)	Open (o)
Symbol	Close (c)	Open_Interest (e)
Description	Unspecified (u)	Mean (m)
Currency	Volume (w)	
UOM	Bid (b)	

Charts

- The Chart workbook will display the time series (last 45 days) of prices for the symbol selected in the Real-Time Prices workbook
- The price shown on the chart should be the last updated price for each bate for the last 45 days

  Example: *If a price has 10 corrections in a day, the chart will display the price published in the latest correction for the day*

- When you log in, by default the chart workbook will display data for the first symbol in your Real-Time workbook
- The chart will display price and volume for the symbol selected
- Only the prices available in Platts databases for the selected symbols will be charted

Workbooks on the *My Data* page

Transaction Type Explanations

Assessment and transaction dates are displayed in a yyyy-mm-dd hh:mm format, and 24-hour clock format.

Transaction Type New (N)

- FTP files contain N entries for price values published for the first time on the current day
- They may be values dated today, or prior-day prices (e.g. postings, monthly averages) published for the first time today
- If a price (current-day or delayed prior-day) is entered into the database for the first time today and then corrected before publishing, it will still be published as a single N record
- Although very rare, it is therefore possible to have an N entry for a symbol and an N entry for the same symbol/bate/date with a different value later in the same day. The later value is always the one to be used for charts

Behavior on MDD:

- When the transaction type is N with the current date, the price will appear on the Real-Time Prices workbook and the price will be in green/red/black based on the price movement
- If the price is published again for the same day with transaction type N along with a new price, then the latest price should override the previous price. The latest price will always be shown

Transaction Type Future-Dated (F)

- Most price values in Market Data FTP files have assessment dates of current date or earlier. However, Platts databases have some prices with assessment dates in the future; examples include 'flow date' power and natural gas prices, and some OSPs (Official Selling Prices) for crude oil
- Future-dated prices appear as F entries to identify them as future-dated.
  For example: Price for symbol AAEUQ00 for assessment date Dec 11, 2014 is published on Sep 24; because the assessment date is later than the published date, the transaction has to be F. To complete the example, this price appears again as transaction type N on the assessment date Dec 11
- If the price in the aforementioned example was entered on Sep 24 and then corrected on Oct 2, the price would appear as an F entry because the assessment date is later than the published date. The corrected price would appear as transaction type N on Dec 11

Behavior on MDD:

- When the transaction type is F, it has a future assessment date
- If the price is corrected for the same symbol and the assessment date is still in the future, the transaction type will remain F
- When the assessment date becomes current it should appear with transaction type N

Workbooks on the *My Data* page

Transaction Type Explanations

Transaction Type Change/Correction (C)

- The transaction type will be C for prices dated and published before current date, and changed on the current date
- The prices with C entries will always reflect the current price in the Platts database
- The update timestamp shows the time (GMT) the value was changed in the Platts database

Behavior on MDD:

- In the Real-Time workbook when the transaction type is C for any symbol with a current assessment date, the cell with a correction will be highlighted in a darker shade of the blue featured on the home page
- When moving your mouse over or clicking the highlighted cell, the Excel plug-in will display a pop up with columns as listed in the Real-Time section of this document
- In the Real-Time workbook, when the transaction type is C for any symbol with an assessment date prior to the current date (i.e. the assessment date is not the current date but a historical date), a new row will be inserted into the workbook price for the price/bate that was corrected. When you refresh this workbook, the second row will disappear from the screen
- In the Historical workbook, when the transaction type is C the correction cell will be highlighted
- When moving your mouse over or clicking the highlighted cell, the system will display a pop up with columns as listed in the Historical section of this document
- When moving your mouse over or clicking the highlighted cell, the system will display a pop up with the following columns:
  - MDC
  - Trans
  - Symbol
  - Bate
  - Assessment Date
  - Previous Modified Date
  - Previous Modified Price
  - Latest Modified Date/Time
  - Latest Modified Price

Transaction Type Delete (D)

- The transaction type will be D only for prices deleted on the current date
- This transaction type will not appear on Excel UI

Behavior on MDD:

- When a price is deleted for a symbol/bate, Excel plug-in should automatically show the previous price for the symbol/bate

Market Data Direct Search

Symbol / Description Search

- Enter three characters; symbol lookup will populate the possible search results based on your subscription
- Select all, or your required symbols. The selected symbol description/s will appear in the search query panel
- Select symbols from Watch List by clicking on the folder icon
- Click on the Get Results button in the search query panel to view the symbols in the preview panel

The following data for the selected symbols will be displayed in the preview panel:

MDC	Symbol	Description

Error messages displayed:

- If you enter an invalid symbol, this error message will be displayed:

  "You have either entered an invalid symbol code or you do not have subscription access for the symbol entered. Please contact us for more information."

- If you see symbols that you are not currently subscribed to in the search preview panel, these symbols will be grayed out. When the you click on these symbols, Excel plug-in will display the error message:

  "Your current subscription does not provide access to the symbol entered. Please contact us for more information."

Reference Data Search

You can select multiple reference data and retrieve the search result. The hierarchical structure will be represented as below:

Level 1	**Level 2**	**Level 3**
Sectors (Oil, Power, Petchem, Natural Gas, Metals, Agriculture…)	Reference data attribute (Currency, Delivery region...)	Reference data attribute value (USD, Pound…)

- When you select the required Reference Data values, the attribute and value will appear on the right hand panel as a tree structure with a check box
- Click the Get Results button to view search results in the preview section below
- With the Excel plug-in you can view the complete Platts Reference Data tree

For reference data that has numeric values, the attribute value in the drop down will be as follows:

Custom When you click on *Custom*, a pop up will appear where you may select any of the given four options:	>X value	You need to select an option and press the Ok button; the selected attribute value will appear on the right hand panel
	<X value	
	=X value	
	From X value to Y value	

Market Data Direct Search

Commodity Search

Here you may select a sub commodity, and get the required symbols.
Here the hierarchical structure will be represented as below:

Level 1	**Level 2**
Sectors (Oil, Power, Petchem, Natural Gas, Metals, Agriculture…)	Sub commodity (Crude, Fuel Oil...)

- As you select the required sub-commodity, corresponding symbols will appear on the right hand panel as a tree structure with check box
- When you are done with your selection, you need to hit the Get Results button to view search results in the preview section beneath

Market Data Category (MDC) Search

Here you can select the MDC, and retrieve the search result.
The hierarchical structure will be represented as below:

Level 1	**Level 2**
Sectors (Oil, Power, Petchem, Natural Gas, Metals, Agriculture…)	MDC (ULO, USF...)

- When you select the required MDC it will appear on the right hand panel as a tree structure with check boxes to select or deselect MDC

In this search feature, all Platts MDC will be displayed as below:

Your subscribed Platts MDC (this is a static line)	**All Platts MDC** (this is a static line)
Level 1 Sector (Oil, Power, Petchem, Natural Gas, Metals, Agriculture…)	**Level 1** Sector (Oil, Power, Petchem, Natural Gas, Metals, Agriculture…)
Level 2 MDC (ULO, USF...)	**Level 2** MDC (CH, ALF...)

Historical Search

- Select your required symbols in the preview pane by any of the search options referred to above
- You can select all, or a set, of symbols and view the historical data
- When you select the history option, the Excel plug-in will display a pop up for selecting the output parameters
- You can receive all symbols for historical data with up to 45 days history
- Once you have made your selections and clicked *Apply,* the search results (based on the query and output parameters) will be displayed in a new Excel sheet

Adding to Watch List

- From the preview panel you can select symbols of interest and add them to an existing Watch List

Templates

General rules that apply for all templates:

- You can run the search query and get the required symbols in the preview pane by any of the search options mentioned in this guide
- Select all, or a set, of symbols from the preview pane and export to a template
- After selecting your required symbols, you should click on the template dropdown and select the appropriate template
- The Excel plug-in will display the output parameter pop up. The selection criteria will change based on your chosen template
- The selected parameter applies to all symbols chosen for the template
- Click *Apply*, and the search results (based on the query and output parameters) will be displayed in the selected template
- The templates can be saved on your computer. When a saved workbook is opened at a later date it will be refreshed with the latest data, subject to there being an active MDD connection

List of templates:	Real-time template
	Historical template
	Reference Data template
	Corrections template
	Charts template

Real-time template:

- You can receive Real-Time data for any symbol and select the required bates for the symbol

Output parameter:	Select the required bates
	Select the required reference data from the drop down
	Only reference data attribute classes will be displayed in the dropdown, e.g. currency or delivery region
	Selected bate and reference data apply to all selected symbols
	By default, the time period for this template is current day

- Once you have completed your selection and clicked *Apply*, the results (based on the query and output parameters) will be displayed in the Real-Time template

Templates

Historical template:

- You can receive all symbols for historical data with up to 45 days history. If the time period is more than 45 days, only one symbol can be selected

Output parameter:	Select your required symbols, bates and reference data and specify the time period
	Select the time period as Today, 1 week, 15 Days, 30 Days, 45 Days, start and end date
	You will be able view data between specified periods of time within the current day. Once a time period has been specified it will only apply to the current day.
	Select your required reference data from the drop down
	Only reference data attribute classes will be displayed in the dropdown, e.g. currency or delivery region
	Selected bate, reference data and time period apply to all selected symbols

- Once you have completed your selection and clicked *Apply*, the results (based on the query and output parameters) will be displayed in the historical template

Reference Data template:

- You can receive reference data for the symbols you require

Output parameter:	Select the reference data you require from the drop down
	Only reference data attribute classes will be displayed in the dropdown, e.g. currency or delivery region
	Selected reference data applies to all selected symbols
	By default, the time period for this template is current day

- Once you have completed your selection and clicked *Apply*, the results (based on the query and output parameters) will be displayed in the reference data template

Templates

Corrections template:

- You can receive corrections data with up to 45 days history for all symbols to which you subscribe. If the time period is more than 45 days, only one symbol can be selected

Output parameter:	Select your required symbols and bates, then specify the time period
	Select the time period as Today, 1 week, 15 Days, 30 Days, 45 Days, start and end date
	Selected bates and time period apply to all selected symbols

- Once you have completed your selection and clicked *Apply*, the results (based on the query and output parameters) will be displayed in the corrections template

Charts template:

- You can draw a chart for up to five symbols and select multiple bates and time periods
- If only one bate is selected, there is no restriction in the number of symbols you can select

Output parameter:	Select your required symbols, bates and reference data and specify the time period
	Select the time period as Today, 1 week, 15 Days, 30 Days, 45 Days, start and end date
	Selected bate and time period apply to all selected symbols

- Once you have completed your selection and clicked *Apply*, the results (based on the query and output parameters) will be displayed in the charts template
- The output will show the data for the chart, along with the chart below it

Platts Functions

PlattsHistory	Retrieves historical prices for selected symbols and time period
PlattsPrice	Retrieves Real-Time prices/values for selected symbols
PlattsReferenceData	Retrieves reference data for selected symbols
PlattsPriceCorrections	Retrieves price amendments for selected symbols and time period
PlattsWatchlist	Retrieves your Watch List
PlattsWatchlistDetails	Retrieves the details of one Watch List
PlattsSubscription	Retrieves the full list of MDC's to which you're subscribed
PlattsSubscription Details	Retrieves the price and reference data for one MDC
PlattsSectorReferenceData	Retrieves the full reference data for a sector, say Oil, Gas

Function:
PlattsHistory

This retrieves Historical prices for selected symbols, bates and time period

Function is to retrieve the history for *one* symbol	=PlattsHistory	Inputs that need to be given are: symbol, bates, reference data and time period
		The time period can be Today, 1 week, 15 Days, 30 Days, 45 Days or start and end date
Output for the function	Output columns:	MDC
		Symbol
		Description
		Currency
		UOM
		Date
		Entered bates (one column for each bate)
		Entered reference data (one column for each bate)

For example, if you would like to retrieve historical high, low and closing prices for symbol AAYWY03 over the past 10 days, enter =PlattsHistory ("AAYWY03","h,l,c",,,"10 days")

Platts Functions

Function:
PlattsPrice

This retrieves Real-Time prices (latest price) for selected symbol, bates and time period

Simple function is to retrieve the real-time price for *one* symbol	=PlattsPrice	Inputs that need to be given are: symbol, bates
Output for the function	Output columns:	MDC
		Symbol
		Description
		Currency
		UOM
		Date (show the latest date for the symbol as in MY data page)
		Entered bates (one column for each bate)
For example, if you would like to retrieve Real-Time high, low and closing prices for symbol AAYWY03, enter =PlattsPrice("AAYWY03","h,l,c")		

Function:
PlattsReferenceData

This retrieves Reference Data and value for selected symbols

Function is to retrieve the reference data for *one* symbol	=PlattsReferenceData	Inputs that need to be given are: symbol
Output for the function	Output columns:	Reference data description
		Reference data value
For example, if you would like to retrieve all reference data attributes maintained by Platts for symbol AAYWY03, enter = PlattsReferenceData("AAYWY03")		

Platts Functions

Function:
PlattsCorrections

Function is to retrieve prices correction for selected symbols, bates and time period

Simple function retrieves the correction history for *one* symbol	=PlattsPriceCorrection	Inputs that need to be given are: symbol, bates, and time period
		The time period can be Today, 1 week, 15 Days, 30 Days, 45 Days or start and end date
Output for the function	Output columns:	MDC
		Trans
		Symbol
		Bate
		Assessment Date
		Previous Modified Date
		Previous Modified Price
		Latest Modified Date/Time
		Latest Modified Price
For example, if you are interested in viewing any price corrections to high, low or closing prices for symbol AAYWY03 over the past 15 days, enter = PlattsCorrections(("AAYWY03","h,l,c","15 days")		

- If you have entered a symbol which does not have correction, populate only the columns that have data.

Function:
PlattsWatchlist

This function retrieves your list from the Platts Watch List

Function is to retrieve your list from the Platts Watch List	=PlattsPriceWatchlist	
Output for the function	Output columns:	Watch List name

Platts Functions

Function:
PlattsWatchlistDetails

This function retrieves details of one Watch List you have created

Function is to retrieve details of one Watch List you have created	=PlattsWatchlist		Inputs that need to be given are: Watch List name
Output for the function	Output columns:	MDC	
		Symbol	
		Description	
		Bates (not the price) Example: h,l,c if not possible, hlc	

Function:
PlattsSubscription

This function retrieves your Platts subscription list

Function is to retrieve your Platts subscription list	=PlattsSubscription	
Output for the function	Output columns:	MDC

Function:
PlattsSubscriptionDetails

This function retrieves details of one Platts subscription to which you subscribe

Function is to retrieve details of one Platts subscription to which you subscribe	PlattsSubscriptionDetails		Inputs that need to be given are: MDC name
Output for the function	Output columns:	MDC	
		Symbol	
		Description	

Function:
PlattsSectorReferenceData

This retrieves Reference Data for the selected Sector. (Oil, Power, first level commodity)

Function is to retrieve details of reference data for one commodity	=PlattsSectorReferenceData		Inputs that need to be given are: Sector name
Output for the function	Output columns:	Reference data attributes	
		Reference data value	

Watch List

General Options

- When you log in for the first time, the left panel will provide you with a view of all the Market Data Categories (MDC) to which you subscribe
- When you click on any category, the right panel of the Excel plug-in will display all the symbols listed under that category. Please note:
  - You will not be able to modify any data listed under your subscribed MDC
  - The data from folders listed under your MDC can only be copied into Watch Lists and worksheets
- Market Data Direct's Excel plug-in will also display a Sample Watch List featuring up to 500 symbols taken from the MDCs to which you subscribe. Please note:
  - You will not be able to modify any data listed under your Sample Watch List
  - The data from folders listed under your Sample Watch List can only be copied into Watch Lists and worksheets
- You can create up to ten customized Watch Lists, each featuring up to 500 symbols
- You can select a default Watch List that will then be displayed on your *My Data* page

Creating a new Watch List

- When you select a Watch List and hit view, the system will automatically open the Watch List in a new sheet. The sheet's name will be the Watch List's title. Please note, if you attempt to create more than ten Watch Lists, the system will issue the following error message:

  "You have exceeded your Watch List limit. To add additional symbols, please edit an existing Watch List or delete a Watch List to create a new one."

Watch List

Editing a Watch List

Adding symbols to a Watch List	• To add symbols to an existing Watch List, select the '+' sign: a pop up will appear, allowing you to search by symbol or symbol description and add it to your selected Watch List • To add symbols to a new Watch List, go the Watch List Manager and select *new*. Then, name the Watch List by selecting *rename* in the left hand pane. This Watch List will now appear in the list under 'My Watch List(s)'. Once a container to hold the symbols has been set up, you can add new symbols in the following ways: - Select the '+' sign on the Watch List Manager. This will take you to a pop up where you can enter the symbol id or a generic term (e.g. 'oil'). The Excel plug-in will retrieve all symbols in the database that match your query. You can then choose the symbols you are interested in and by selecting *add* on the pop up screen, these symbols will be added to your selected Watch List - Alternatively, go to the search screen and use the reference data search, commodity search, MDC search or text search features to find symbols that match a particular query. Choose the symbols you are interested in, then go to the Watch List drop down on the bottom pane of the search screen. Select the name of the Watch List from the drop down and add your chosen symbols to the Watch List
Deleting a Watch List	• Please note, you can only delete Watch Lists created by you
Renaming a Watch List	• You can select a Watch List and rename it
Viewing a Watch List	• By selecting a Watch List and hitting *view*, the Excel plug-in will open the Watch List in a new sheet. The sheet's name will be the Watch List's title
Exporting a Watch List	• By selecting a Watch List and hitting *export*, the Excel plug-in will open the Watch List in CSV format. You may then save it in your local machine and work on it offline